



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY GARRISON ALASKA
600 RICHARDSON DRIVE #6250
FORT RICHARDSON, ALASKA 995056250

AK-MOW-164

MEMORANDUM OF UNDERSTANDING
BETWEEN
UNITED STATES **ARMY** GARRISON **ALASKA**
AND
THE ARMED SERVICES YOUNG MEN'S CHRISTIAN ASSOCIATION
OF ALASKA

SUBJECT: Support to the Armed Services Young Men's Christian Association of Alaska (ASYMCA)

1. References.

- a. Department of Defense Instruction (DoDI) 4000.19, Interservice and Intragovernmental Support, dated 3 August 1995.
- b. Memorandum from the Secretary of Defense, DoD Support of the Armed Services YMCA, dated 8 May 1997.
- c. Army Regulation (AR) 405-80, Management of Title and Granting Use of Property, dated 10 October 1997.
- d. U.S. General Services Administration, Federal Surplus Personal Property Donation Program, dated April 1997.
- e. AR 40-5, Preventive Medicine, dated 15 October 1990.

2. Purpose. To establish guidelines and procedures whereby U.S. Army Garrison Alaska (USAG-AK) provides administrative and logistical support to the ASYMCA, at Fort Richardson (FRA) and Fort Wainwright (FWA), Alaska.

3. Problem. The ASYMCA provides support to the soldiers and their families on FRA and FWA, and manages the Women, Infant and Children (WIC) Program and the Wildlife Center on FRA. In order to perform these functions and to better serve the communities, the ASYMCA requires a physical presence on both installations.

4. scope.

- a. This agreement provides the ASYMCA office space, utilities, and limited phone service. All services are provided within the limits of

SUBJECT: Support to the Armed Services Young Men's Christian Association of Alaska (ASYMCA)

b. USAG-AK.

(1) Garrison Commander:

(a) Provide at FRA: 1,023 gross square feet of Private/Organizational space (category code: 740-85) for the ASYMCA in Building 5; 359 gross square feet of Administrative/General Purposes space (cat code: 610-50) for the WIC staff members in Building 337; 2,837 gross square feet of museum space (category code: 760-10) for the FRA Wildlife Museum in Building 600; 110 gross square feet of Administrative/General Purposes space (category code: 610-50) in the FRA Wildlife Museum, Building 600 under Real Estate Permit # TBD. The Unit Identification Code (UIC) for the ASYMCA at FRA is: #4UJ04.

(b) Provide general oversight of the WIC Program. Advertise availability of the WIC Program to the military community on FRA. Ensure that all service members are informed of the availability of the WIC Program during in processing.

(c) Provide oversight of the operations of the Wildlife Center. Advertise the availability of the Wildlife Center to the military and civilian community in and around FRA.

(d) Coordinate mutually agreed upon Wildlife Center hours of operation with the ASYMCA.

(e) Coordinate with the ASYMCA for requests to open the Wildlife Center for special events, school activities, or similar functions.

(f) Conduct a 100% joint inventory with the ASYMCA representative prior to them signing sub-hand-receipts to assume responsibility of Wildlife Center exhibits. Conduct a 100% joint inventory with the ASYMCA at least annually, thereafter.

(g) Provide for cleaning of the Wildlife Center.

(h) Provide at FWA: 110 gross square feet of Private/Organizational space (category code: 740-85) for the ASYMCA in Building 4065, Rooms 216 and 218 (Bassett Army Hospital) under Real Estate Permit # TBD. The UIC for the ASYMCA at FWA is: #4UJ13.

(2) Through the 53th Signal Battalion:

(a) Provide required dedicated FAX lines and phone lines with access to the Defense Switched Network (DSN) in Buildings 5 and 337, and in the

SUBJECT: Support to the Armed Services Young Men's Christian Association of Alaska (ASYMCA)

(4) Through the Directorate of Public Works (DPW):

(a) Ensure that applicable real estate instruments are issued to ASYMCA for their office spaces in Buildings 5, 337, and 600 on FRA and Rooms 216 and 218 in building 4065 at FWA. The real estate instruments will be issued on a no-cost basis, not subject to charges at fair market value.

(b) Provide base level support for utilities, refuse collection, scheduled entomology services, maintenance, repair, and fire protection in support of office spaces occupied by the ASYMCA in Building 5, the Wildlife Center in Building 600, and the WIC Office in Building 337 on FRA and in Rooms 216 and 218 in building 4065 at FWA.

(c) Maintain the Wildlife Center alarm system.

(5) Through the Directorate of Logistics (DOL): Authorize the ASYMCA to hand-receipt available property from DOL Supply and Services Division and other FRA and FWA activities.

(6) Through the Directorate of Community Activities (DCA):

(a) Provide basic office furnishings for ASYMCA WIC Offices.
(Computer equipment and office equipment shall be funded/provided by the ASYMCA.)

(b) Monitor the daily operations of the WIC Office on FRA and provide status of operations to command elements as requested.

(c) Monitor and facilitate the WIC Program in coordination with other Army Community Services (ACS) activities.

(d) Provide information on the availability of the WIC Program to Post Newcomer's Orientations.

(e) Place all exhibits in their proper viewing areas in the Wildlife center.

(f) Provide periodic, professional cleaning of the Wildlife Center exhibits.

(g) Acquire and maintain required insurance for the Wildlife Center exhibits.

C. ASYMCA

SUBJECT: Support to the Armed Services Young Men's Christian Association of Alaska (ASYMCA)

(2) Provide a point of contact authorized to hand-receipt for available property from DOL Supply and Services Division, DCA, and other FRA and FWA activities.

(3) Agree to reimburse USAG-AK activities at fair market value for any lost or damaged hand-receipted property.

(4) ASYMCA personnel must abide by all post and installation regulations, directives, and policies, to include fire, safety, security and similar administrative procedures.

(5) Assume primary responsibility for the overall management and operation of the WIC Program on FRA.

(6) Serve as the liaison and coordinate all activities between the State of Alaska, USAG-AK and other agencies involved in the operation of the WIC Program on FRA.

(7) Request and receive grant funding from the State of Alaska in order for the ASYMCA to employ personnel to operate the WIC Office. use grant funding to pay for employee compensation, training, travel, office communications, postage, computers, office supplies, advertising and printed materials.

(8) Monitor the status of State of Alaska grant funds. Inform the FRA Post Commander of any potential shortfall in grant funding necessary to operate the WIC Office.

(9) Ensure that in-house WIC medical screening is conducted in accordance with AR 40-5, with regard to safety and control of infectious diseases.

(10) Assume primary responsibility for the overall management and operation of the Wildlife Center on FRA.

(11) Ensure no entry fee will be charged for authorized patrons who tour the Wildlife Center.

(12) Agree to operate the Wildlife Center for at least 10 hours per week.

(13) Solicit donations from the FRA Thrift Shop and other authorized organizations to fund Wildlife Center staff personnel.

(14) Agree to operate the Wildlife Center for at least 10 hours per week.

SUBJECT: Support to the Armed Services Young Men's Christian Association of Alaska (ASYMCA)

(16) Upon request of and prior coordination with the FRA Post Commander, open the Wildlife Center for special events, school activities, or similar functions.

(17) Conduct a 100% joint inventory with a USAG-AK representative prior to signing sub-hand-receipts to assume responsibility of Wildlife Center exhibits. Conduct a 100% joint inventory with USAG-AK at least annually thereafter.

(18) Take all reasonable and prudent action to safeguard and protect the Wildlife Center exhibits.

(19) Immediately inform the FRA Post Commander of any potential funding shortfalls that may impact the staffing of the Wildlife Center.

(20) Secure own equipment IAW AR 190-11 through 190-51 and USARAK Regulation 190-1 (Physical Security Program).

(21) Designate a point of contact for matters concerning the preservation of order, physical security and crime prevention.

(22) Apprise the USAG-AK Provost Marshall of relevant information concerning serious incident reports.

(23) Comply with USAG-AK regulations on law and order, physical security and crime prevention related to occupancy of the installation.

6. Effective date. This agreement becomes effective upon the date of the last signature. It will remain in effect until revised/superseded or terminated in writing. This agreement will be reviewed triennially or sooner if changing conditions or circumstances warrant ensuring that its terms, provisions, and intent are current. This agreement may be modified or terminated at anytime with the consent of all parties, or unilaterally terminated when the initiator provides 180 days written notice to the other parties.

7. Supersession. This agreement supersedes Memorandums of Understanding AK-MOU-087 and AK-MOU-118. These agreements will be administratively terminated upon signature of this agreement.

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